**Name of the Assignment**

|  |  |  |
| --- | --- | --- |
| Due: date and time | Contribution to final grade: xx% | Submission: eLearn, in-class, document format, binding, etc. |

**Purpose**

[Discuss the purpose of the assignment.  This may include the following elements:

* Summary of the assignment explaining the overall task (if not included in below section).
* The course learning outcomes to which the assignment ties back so students understand how the assignment fits into the course and their learning.
* How this assignment benefits student learning in terms of the course, their program, or their careers.
* Any assignments to which this assignment ties back or any assignments that will build off this assignment.
* Estimated time a student should expect to spend on completing the assignment.]

**Instructions**

[Include specific information in your instructions to ensure students understand your expectations and the context of the assignment.  Consider including:

* Summary of the assignment explaining the overall task (if not included in above section).
* What content, application, tools, or other resources students should use to create or complete the assignment.  Include links or information inside the assignment to ensure students can easily access appropriate tools, resources, or important content to complete the assignment.
* Assignment requirements, such as length (number of pages, paragraphs, words), citation requirements, or other specific assignment requirements.
* References, such as number of references required, citation style.]

**Grading Criteria**

[Discuss the specific ways in which the assignment will be graded, breaking down the assignment criteria to have certain standards.  Consider including:

* Sample assignments.
* Examples of what **not** to do.
* A [rubric](https://marian.instructure.com/courses/2162699/pages/assignments-example-rubric).  In addition to making grading easier, a rubric is a great way to ensure students understand exactly what you expect.]

**Submitting your Assignment**

[Explain the requirements for submitting their assignment. Consider including:

* The file naming convention.
* Deadline date and time for submission
* Location for submission, e.g. eLearn or in-class.
  + If on eLearn, instructions for submitting in eLearn
  + If in class, instructions for binding, cover page, etc.
* Whether or not late submissions will be accepted.
* Late penalty (if applicable)]